

Fred Sullivan
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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Warwick, RI 02886
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Board Meeting Minutes

Thursday, November 18, 2010, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members in Attendance:	Guests:
Fred Sullivan, Chairman	David Bebyn, B & E Consulting, LLC
Aaron Guckian, Secretary	Todd Ravenelle, GRA, Inc.
Steven Sylven, P.E.	Steve Cabral, Crossman Engineering, Inc.
Gary Jarvis	Mrs. Suzanne Richmond
	Mr. Charles McPhillips
Board Members not Present:	Mr. Raymond Morgan
Peter Ginaitt	Mr. and Mrs. Robert Bentsen
	Mr. David Ferris
Staff Present:	
Janine L. Burke, Executive Director	John Revens, WSA Legal Counsel
Patrick Doyle, Assistant Superintendent	Lynn F. Owens, Administrative Coordinator

1. Call to Order At 5:35 p.m. Chairman Sullivan called this meeting to order.

2. Approval of Minutes

a. Approval of minutes from the regular meeting held October 28, 2010.

ACTION: Mr. Sylven moved approval of the minutes. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

3. March 30, 2010 Pawtuxet River Flooding

a. Financial Report of Flood Expenses

Director Burke provided the Board with an up-to-date spreadsheet on flood related expenses as of last week. She said as of the end of October the City submitted about \$5.8 million in claims to the insurance company. She said to date we've received just over \$3 million back. Director Burke stated some of our expenses, like road reconstruction, site work and levee work, are not covered by insurance; we will be dealing directly with FEMA on those items. She distributed a summary report of all the project

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worksheets WSA has submitted to FEMA to date. She said there are a few remaining worksheets to submit, including the Hart Engineering bills and the direct payments by the insurance company.

- b. Reconstruction Progress Report:** Regarding the physical reconstruction efforts, Director Burke stated the new emergency generator and the switch gear arrived yesterday. She said new boilers and other large ticket items are starting to arrive and are being installed. She sent (via email) permit compliance data graphs to the Board members showing WSA's compliance with its permit limits which clearly show the effects of the flood. She said we bounced back pretty quickly considering we're using temporary fixes, temporary power. She said some of our current effluent numbers look even better than before the flood; and although we struggled with the nutrient limits this summer, we are back in full compliance.

Director Burke stated next meeting Superintendent Burke will come before you to provide an update on where we are with the progress of reconstruction and associated expenses.

4. Operation and Maintenance Division

- a. Purchase Authorization:** Water Champ Induction mixer
Process Distributors, Inc.: \$8,394.00

ACTION: Mr. Guckian moved approval. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

5. Construction Division

a. Contract AA/Sanitary Sewer Standards

- i. Engineering review/revision of Contract AA, Development of Sanitary Sewer Standards
- ii. Contract award: not to exceed \$26,768.00

ACTION: Director Burke stated Steve Cabral, P.E. (Crossman Engineering, Inc.) and Todd Ravenelle, P.E. (GRA, Inc.) are here to answer any questions you have but, per her memo, she recommended awarding this contract to be paid for using infiltration/inflow money. She said it is a very important effort that is long overdue. She said Crossman provides citywide engineering services, and their work on this project will allow them to get to know the sewer system better, which will result in efficiencies. She said GRA has prepared the most recent contract documents for WSA sewer projects in Governor Francis and Longmeadow areas

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and is very familiar with WSA construction specifications; the work is inter-related.

Mr. Sylven sought clarification about Contract AA, its author, whether it is up to standards and if the work can be done in house. He suggested that parts of other consultant-reviewed contracts be incorporated into this miscellaneous sewer contract.

Director Burke stated Contract AA is a unique document specifically designed for the miscellaneous extension of sewer lines and emergency repairs. She said it is a very old document and not well organized. She said we've learned from the flood that certain line items for emergency repair work need improvement. Mr. Ravenelle stated Contract AA includes unique variables and oddities that are not included in other standard contracts for large sewer projects. He said the contract must be updated for materials specifications.

Director Burke stated WSA does not have the manpower resources to handle the project in house. She said in February, she had asked Crossman to provide a proposal to develop sanitary sewer standards to include CAD details in accordance with RI standard specifications and details. Todd Ravenelle stated GRA's work will include updating Contract AA specifications, new items, methods of measurement and method of payment. He stated language in Contract AA will refer to the new Standard Sewer Specifications. Mr. Sylven stated having a concise set of specifications and detailed standards should reduce the level of effort required on future projects.

Mr. Sylven asked about the use of inflow and infiltration funds to pay for the work. Director Burke said she felt there was a clear nexus between the revision/development of these documents and issues of inflow and infiltration. She also pointed out that Contract AA was used to make repairs to broken or leaking sewer lines. She said legal counsel will need to review the contract documents before the project is complete. Mr. Sylven moved approval of the contract. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

b. Sewer Project Update Report

Director Burke stated we are continuing to get back to business as usual and Mathew Solitro has prepared his regular Construction Division Project Update Report for the Board, the first since The Flood. She stated Mat was unable to be here this evening but he provided her with an update as well as his usual project maps.

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- i. Governor Francis Farms II: Director Burke stated that according to Mr. Solitro all paving should be done tomorrow. She stated he reports that the pumping station is in great shape and about two weeks away from completion; however, we are still waiting on National Grid to bring electric service to the site. Director Burke stated Mat has resolved all the issues with National Grid due to the delays and is pushing them to get that done; he thinks it will be about 2 months, however, before the station has power.
- ii. Bayside IV/Longmeadow: Director Burke stated there are currently main line crews working on Longmeadow and Grove Avenues with service connection crews following behind on Longmeadow. She stated Mat is hopeful that we will be able to make some actual service connections in the next three weeks. She said he figures that about 20% of the properties in this project area will have service before the winter shut down.

Mr. Sylven asked about the utility issues in the project area. Mr. Ravenelle stated National Grid is replacing its service lines which creates an obstacle and slows the work of D'Ambra's crews.

- iii. Kirby Avenue sewer extension

Director Burke stated work has been completed on the gravity sewer line; paving will wait until after the settling period. She stated the three houses with failing on-site systems have already been connected to sewers; assessment bills will go out in April.

Mr. Sylven thanked the Bentsens for their letter and the praise they've given to the Sewer Authority. He stated many times we become subject to ridicule by certain people. He said I think this is a case where we took positive measures and were proactive to a situation that for some residents on Kirby was a dire situation. He said we do have the best interest of the ratepayers in mind and he appreciated that the Bentsens have put that in writing.

Director Burke stated the next issue we need to deal with is the requests for further extensions of the sewers in this area. She stated, as you know, we got permission from RIDEM due to the emergency situation to proceed with this project even though it is not in the Facilities Plan. She stated by this time next year, it will be and so we will need to decide how to pay for those extensions. Director Burke said she recommended we continue to use Developer's Agreements where the residents pay the costs if the extension of sewers in Warwick Neck will continue to be piecemeal which is likely to be the case since we lack the funding to sewer the entire area.

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1. John Henriques, 275 Narragansett Bay Avenue

ACTION: Regarding Mr. Henriques' request for sewer service, Director Burke stated he has some neighbors that are willing to share in the cost of a sewer extension. She said WSA does not have the funds to extend the line; we will need a developers' agreement. She said the estimated cost to run a line down Kenmore (260 linear feet) to service Mr. Henriques' property is over \$35,000. She said she would like some additional time to reach out to the other homeowners and look at other possibilities for reducing the cost of the extension. Director Burke stated Mr. Henriques is coming to see her tomorrow, and she would need to run this by DEM; these extensions need their approval.

iv. Cowesett Road sewer extension

1. John and Suzanne Richmond, 435 Cowesett Rd (objecting)
2. Charles D. McPhillips, 445 Cowesett Rd (objecting)
3. Mr. Raymond Morgan, 100 Ginger Street (objecting)

ACTION: Tabled from September 14, 2010 meeting

Mrs. Richmond, Mr. McPhillips and Mr. Morgan in attendance to object to sewer assessment charges being levied on their property as a result of the sewer line extension to Warwick Fire Department Station No. 5. Director Burke provided the Board with a memo reviewing the history of this sewer extension, which came about in response to the fire station's failing on-site system. She stated the sewer line was further extended in response to a neighboring property owner whose system was also failing.

Mr. Sylven renewed his earlier concerns that this sewer line was initially approved by the Board and installed for the express benefit of the City, and suggested the sewer assessments for the above listed parcels be deferred.

Attorney Revens was asked to comment on the Board's options. He stated the Board can defer the assessments, and assess at the time of connection or transfer of the land, at the prevailing rate at that time. In response to Mr. McPhillips' request to be treated as a developer and pay the developers' rate of assessment, Mr. Revens reminded the Board that in order to receive a reduced assessment as a developer, the property owner must pay for the installation of the line. The WSA paid for this sewer extension.

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Mrs. Richmond stated she feels they were treated unfairly.

Mr. Morgan stated he objects to the assessment because his lot is vacant and he will never use the service.

Mr. Jarvis stated due to circumstances surrounding this issue, WSA is offering the property owners an opportunity to not bear the burden of the cost of the sewer assessment today. It was suggested that the property owners take some time to consider the option of deferring the current assessment until such time as the property is transferred or at the time of connection (whichever occurs first) at the prevailing assessment rate. They were asked to report back to the Board. The Richmonds have not been assessed yet.

Addressing Mr. Morgan, Mr. Sylven stated we are offering to defer the assessment on your property, and perhaps we can work out at another time whether or not your vacant lot should be assessed at all. He said we're trying to be reasonable with the best interests of our ratepayers in mind.

Mr. Guckian stated we will table this matter and discuss with the full Board at a later time. He suggested the property owners contact staff to discuss their options or come back before the Board. The matter will remain on the Board agenda.

6. Billing Services Division

a. Annual Deferment of Sewer Assessments (New)

Name	Year	Address	Reason
Conimicut Public Library Assoc.	8	v/l Beach Ave., Plat 317 Lot 0325	City property
Conimicut Public Library Assoc.	8	55 Beach Ave., Plat 317 Lot 0327	City property

ACTION: Mr. Sylven moved to defer the assessments pending verification that the property is in fact city property. Mr. Guckian moved approval. Chairman Sullivan, Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

b. RFP #2011-121 Residential Sewer Line Insurance Program

- i. Review of proposals
- ii. Award of contract

ACTION: Director Burke stated WSA received two proposals to provide our customers with sewer line insurance. She said she had a staff member review the submittals and interview both parties. A recommendation memo was provided to the Board members

asking that they award the proposal to Homeowner Safety Valve Company. Attorney Revens suggested the Board award the bid, subject to a satisfactory contract being reviewed and approved by legal counsel.

Mr. Guckian moved to award the bid to the Homeowner Safety Valve Company and to direct staff to proceed with negotiation and legal review of a contract. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

c. WSA Sewer Usage Rate Schedule and Fee Structure

- i. Extension of consulting services contract to revise and update sewer rate schedule and fee structure:
B & E Consulting, LLC, not to exceed \$2,625.00

ACTION: Mr. Bebyn was asked to submit a proposal to provide an extension of consulting services specifically to revise and update the existing sewer rate schedule and fee structure as a result of the Board's desire based on public feedback to phase in the higher commercial meter rates and extend the City debt repayment. Mr. Bebyn explained that the new proposal will look at stepped increases using the same model, with the current year being revenue neutral. He said you can get to your eventual goal of amending the structural system to bill based on meter sizes, relying more on fixed fees rather than customer usage fees. He said there will continue to be resistance to the higher fees relative to meter size. Director Burke stated we will look at the rates each year.

Mr. Jarvis stated that he liked the revenue neutral option to get set up with the new structure. He said WSA has taken into consideration all comments received during the public hearing. The Board members thanked Mr. Bebyn for his efforts to put forth clear concise information. Mr. Jarvis moved to extend the contract to B & E Consulting, LLC. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

7. Administrative Items

a. Director's Report

- i. Financial Report
- ii. Administrative Schedule: Set 2011 Board meeting schedule

ACTION: Director Burke stated we provided you with the monthly bond spending reports but we do not yet have end-of-the-month

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figures for October. She stated that staff is continuing to keep a close eye on expenses and revenues. She stated with respect to the new billing system, we have experienced yet more delays with the data conversion and we are now hoping to have it on line February.

Director Burke said she was going to be compiling some information and working on a recommendation for you to consider with respect to the future of the On-Site Grant Program and the Low Income Sewer Connection Grant Program.

The 2011 Board meeting calendar will be set at the December 16, 2010 meeting.

b. Chairman's Report No report.

8. Consent Agenda – Correspondence

- a. Mr. and Mrs. Robert Bentsen, 200 Kirby Avenue (10-28-10)
- b. WSA regarding sewers on Kirby Avenue (10-29-10)
- c. WSA response to DeMatteis correspondence (11-8-10)
- d. WSA financial report to City Council (11-3-10)
- e. WSA to Finance Dept. regarding Loveday pump station (11-8-10)
- f. WSA Director's report to Mayor Avedisian (11-9-10)

ACTION: Mr. Jarvis moved to accept the consent agenda. Mr. Sylven seconded the motion. Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Chairman Sullivan not available for vote. Motion passes.

9. Consent Agenda – Drainlayer License Renewals (2011)

- a. Site Resources, LLC, 1130 Ten Rod Rd., Suite E-102, N. Kingstown
- b. Rhode Island Septic Services, Inc., 315 Nooseneck Hill Rd., Exeter
- c. Kent Excavating, Inc., 159 Staples Avenue, Warwick

ACTION: Mr. Jarvis moved to accept this consent agenda. Mr. Sylven seconded the motion. Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion passes.

10. New Business

11. Old Business

- a. Buttonwoods Beach Association/Buttonwoods Fire District
- b. WSA Deferment Policy: Director Burke stated we scheduled a meeting of the Assessment Committee which includes Mr. Jarvis and Mr. Revens.
- c. Mandatory Sewer Connection Program

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- d. Sewer Tie-In Loan Fund: Director Burke stated we are very close to having this loan fund up and running.
- e. Facilities Plan Update
- f. Amendments to By-Laws
- g. Modifications to Septage Hauling Regulations
- h. Flood Mitigation Efforts

12. PUBLIC COMMENT PERIOD

Comments only may be addressed to the WSA Board who will take them under advisement.

At 7:24 p.m. the Board entered the public comment period. Mr. David Ferris, a member of the Central RI Chamber of Commerce Board of Directors, spoke to the Board about Chamber members' concerns over proposed WSA rate increases. On behalf of the Chamber Board of Directors, he offered the services of chamber members to assist WSA in whatever way they can with the rate structure and fee schedule. He stated he was pleased with the discussion that took place earlier tonight and with the prudent discussions already held between the Chamber president and Director Burke.

13. Adjournment

Mr. Jarvis moved to adjourn the meeting. Mr. Sylven seconded the motion. Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Chairman Sullivan unavailable for vote. Motion approved.

At 7:27 p.m. this meeting ended.

Aaron Guckian, Secretary

Date of Approval